Library
Policy and Procedure

Introduction

The library provides access to a wide range of information resources like books, e-books, journals, e-journals, newspapers etc. to Maharshi Dayanand College Students only. Library supports and extends the academic education of an institution. It helps in meeting the teaching needs of the faculty and provides study facilities, educational and recreational reading.

Objectives:

To lay down the systematic procedures for the procurement of the documents required for the library, their circulation accounting and retrieval.

Library purchases - BOOKS

Step 1: Approval for the book purchase

➢ Submission of list of books recommended by the Library Advisory Committee members in book order form

➢ Students can also recommend the book

➢ Recommendations are checked by Library Staff for duplicate titles, availability etc.

➢ Book order form is signed by the Librarian specifying book supplier name who is going to supply the same as per GOC [Good Offices Committee] rate

➢ Finally , sanction is taken from the Principal for purchase of library books

Step 2: Placing the book order and physical verification of purchased books

➢ Placing the book order from the supplier list
➢ Submission of the challan by vendor along with the books
➢ Physical verification and checking of the books received against the order.
➢ Submission of duplicate bill by the vendor

Step 3: Technical work

Stamp pasting of each and every book is done after proper checking of the book physically. If page numbers, any missing pages, binding, damaged book, wrong printing etc. we find then the book will be replaced with a new copy.

Step 4: Acquisition of Books

➤ Accessioning of the books bill wise subject wise in the Acquisition module of the Slim software and enter all bibliographical details of the book.

➤ Finally the bill is processed and submitted to the accounts section through Principal for release of payment. Physical register is to be maintained, where the account in charge will countersign to accept the bill for payment to the supplier.

➤ Book Supplier then collects the cheque from the account section in two weeks' time.

➤ Editing of all the accessioned books by adding keywords, classification number, cover page etc.

➤ Barcoding of Accession number, location, spine label and book card to be printed and paste on the book.

Step 5: Shelving of the books

➤ All the newly entered books are placed in shelves as per location and classification number by the library support staff.

➤ Re shelving of Return books: All the returned books are placed in shelves as per class number by library staff.

Library Purchase: Journals

➤ All the HODs are given the journal names as per need.

➤ Find out the journal details and subscription online /offline

➤ Prepare the letter for making payment along with subscription form

➤ Signed by the Principal and Librarian given to account section for making offline /online payment

➤ Send the details of the payment via mail or by post if physical check is made

➤ All the journals payment goes in advance for the current year

➤ As soon as copy received in the library, entry in serial module of the slim software

➤ Send letters to publishers /vendors quarterly for missing issues.

➤ List of Journals Database / E journals / Inter-Library Membership are updated every year as per usage by the users.

Library Purchase: Non Book Material

Library purchases non book material i.e. CDs / DVDs, E-books, Databases, e-journals etc. as per recommendation by the HODs.

Library Membership

➢ All the regular students data received in excel file.

➢ Data reprocess as per library software and upload bulk user class wise

➢ Students can take the books for home issue and return the same as per circulation policy

➢ Alumni Students can take library membership for reference purpose only

➢ Guest membership is also there with special permission with the Principal

➢ Self-Finance and Unaided section faculty can avail the library facility by paying a refundable deposit of Rs 2000.

User entry

➢ Step 1: As soon as User comes to the library, scan the I-card at the entry gate of the library to record the entry time.

➢ Step 2 : Similarly while exit again scan the Identity card showing barcode in front of the scanner to record the exit time.

➢ Step 3: Generate user entry report month wise and category wise and save in PDF file for documentation.

Type of Users in the Library

Circulation of Library Documents

Step 1. Table 1: Lending rules for various types of Library users

Type of Users	No. of books issue	Loan period	Fine per book after due date	Carrel issue
UG Students	02	7 days	1 Rs. per book	✓
PG Students	02	15 days	1 Rs. per book	✓
Junior College Students	01	7 days	1 Rs. per book	✗
Teaching Staff –Senior	20	1 year	-	✓
Teaching Staff –Junior	10	1 year	-	✓
Admin Staff	7	1 year	-	✗
Research Scholars	5	1 month	-	✓
Divyang Students	5	1 month	-	✗
Guest /Alumni	Only Reference	-	-	✗
Non-Teaching Staff	05	1 year	-	✗

➤ All the users can avail the borrowing facility as per prescribed rules.

➤ Books will be issued only after the barcoded Identity card is produced and scanned on the library computer. The books to be issued shall also be scanned for its Barcode.

➤ Books can be renewed twice if no demand for the book was there by any other user.

➤ Reissue of books can be done on the date of due or prior to due date. If any book incurs fine then books cannot be renewed.

➤ Payment of fine in cash and fine receipt generated automatically through receipt printer.

➤ The fine would be deposited with the Accounts office by the Circulation Staff as per Computer Report generated on the system, after thorough checking by the Library- In -Charge.

Library Budget

➤ As per student strength given by the office, the library budget is prepared accordingly and passed in the Library Advisory Committee.

➤ Library expenditure subject wise for the year kept in the Library advisory committee meeting and passed by the committee.

➤ Copy of the same will submit to the account section signed by the Principal
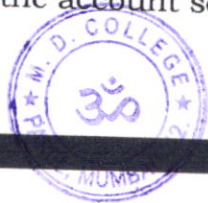
Book Vendors

➢ A list of Book vendors prepared and entered in library software.

➢ Book order will be given to any of the vendors prescribed by the committee.

➢ Foreign publication purchases will cross the price with different vendors and purchase as per GOC rate.

UGC Network Resource Centre

➢ Internet facility is available in the library for regular students only

➢ All the students should make entry and exit time through scanning their Identity card.

➢ 9 computers are available for academic purpose

➢ One PC is for Multimedia purposes.

➢ Internet is free, but printouts will be charged

Library policy for loss of books

In case of loss of any book library always prefers to replace the book with the same edition or latest edition.

If the lost book is not available anywhere in Mumbai then cost will be recovered in the following manner-

➢ If the book is published before the year 1985 then 5 times the cost of the book will be recovered.

➢ If the book is published between the years 1986-1999 then 2 times the cost of the book will be recovered.

➢ However, if any book is published after the year 2000 then in that case the same cost will be recovered.

Old Question Papers

➢ Old Question papers class wise subject wise and semester wise are arranged

➢ Scan the question papers and save in PDF file

➢ The Soft copy of all the Question papers are available in the library and saved in all the PCs available in the internet section.

➢ One hard copy is also available in the library

Syllabus Copy

➢ All the syllabus available in Mumbai University website https://mu.ac.in/syllabus

➢ Copy of latest syllabus are uploaded on college website and Institutional repository http://mdcollege.in/courses-and-syllabus/

Library Defaulter List

➢ Carried out once in a year

➢ If library users do not returned the books then NO DUES will not be given

➢ It is mandatory that every user should clear their account once in a year

➢ List of students defaulters if any will be intimated to the examination section prior to result declaration and their result will be withheld till the library clearance certificate produced by the student.

Library Website: http://library.mdcollege.in/

Library website updated regularly

WEB-OPAC: http://45.117.251.234:9090/w27/

Link of Webopac is given on the library website.

QR code of Web opac is available in the library premises where users can scan the QR code to access library catalogue in their mobile.

Library Orientation:

Library orientation will be given every year class wise. Web-OPAC training given by the library staff throughout the year as and when needed.

Use of E-resources also be shown by the librarian to students, faculty and research scholars.

Library feedback

➢ User can give feedback offline / online https://bit.ly/2VOTcvX

➢ Summary of Feedback will be put in front of Library Advisory Committee to evaluate the library services.

Stock Verification

➢ Stock Verification of Library Books through library software conducted once in two years.

➢ Create file of accession numbers in Notepad

➢ All the books are placed one by one in front of the barcode scanner to read the accession number and saved in a Notepad file.

- Books are physically checked and put the date stamp on the last page of the book.

- If any book are damaged, mutilated, missing pages, loose binding are taken out from the collection and send for binding or withdraw depend on physical condition of the book

- At the end of the day the saved file will upload in slim software for stock verification marking. Numbers which are not verified are kept in separate file

- When the whole library books verification is done then numbers which are missing or not verified are kept in one file and take printout of books in detail.

- Library staff will search these books manually. Most books are found in racks where the barcode is not readable or the wrong barcode is pasted.

- If Barcode is not readable then replace barcode with new one and verified again in stock.

- Lastly, a list of missing books, withdrawn books, lost books, on shelf books and issued books reports is prepared. A summary of the stock verification report will be placed in front of the Library advisory committee.

Printing of Accession Register:

- Library does not keep a manual accession register.
- At the end of the year the accession of books year wise to be printed, checked and signed by the Librarian and the Principal,
- Three years' accession details of the books are bound as an accession register and kept for the record.

Dead Stock Register

Register is kept to make entry of all deadstock like Furniture, cupboards, computers, printers, library racks, fire extinguishers etc.

Withdrawn Book Policy

- Every year the library withdraws some books which are outdated, out of syllabus, damaged books or missing pages as per recommendations by the HODs.
- A list of withdrawn books are prepared and signed by the HODs and the same is put in the Library Advisory committee meeting to pass by the members.

➢ After that list is signed by the Librarian and the Principal and the copy of the same to be given to the office for record.

➢ All the books which are withdrawn from the library collection will be marked in the software and report of the same will take printout for documentation

➢ Withdrawn stamp to be put in physical accession register to complete the process.

The policies, procedures & standards designed by the College are in recognition of the demand of the current situation, which shall progressively undergo the desired modifications to suit the demand of emerging times.

Principal
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